

# Non-Departmental

## Department Summary

### Department Overview:

This budgetary unit provides for the cost of government services that are not directly attributable to a specific City department. These items include liability and property insurance coverage, employee training, and support of City boards and commissions. Other non-departmental expenditures include the annual contribution to the Equipment Replacement Reserve and the contingency monies set aside as required by the City Charter.

### Adopted to Estimated Actual FY08:

- Departmental expenditures are expected to be \$262,225 less than budget.
- The variance is primarily attributable to unexpended reserve and contingency monies and less than anticipated costs for training.

### FY09 Budget Highlights:

- Departmental expenditures are \$267,300 higher—an increase of 17.2 percent—compared to budgeted expenditures for FY08.
- Approximately 21 percent of departmental expenditures are personnel related. None of these costs relate to FTEs.
- Services and charges account for about ten percent of departmental expenditures. Expenditures accounted for in this category include the City's cost for liability, property, and auto insurance coverage (\$147,138). Also included in this classification is the cost of the day laborer site on New Hampshire Avenue. The non-departmental section of the budget includes \$15,000 for the site's operation during the first quarter of the fiscal year; it is anticipated that the Prince George's County Worker's Center will be open by October 1, 2008, at which time the temporary site in the City will cease operation.
- Approximately 20 percent of expenditures are categorized as miscellaneous. The cost of the City's local supplement to the State Homeowner's Property Tax Credit (\$160,000) is reflected

in this classification. As required by the City Charter, one-half of one percent of revenues (\$97,595) is set aside as a general contingency account to cover unexpected operating expenses during the fiscal year. This category also includes \$50,000 for employee training. Other expenditures included in the miscellaneous category are the City's tuition reimbursement program and support of City committees and commissions and community activities.

- In accordance with the City Charter, two percent of revenues is set aside in an unappropriated reserve fund to cover unexpected costs. The amount of this contingency account is \$390,379.
- As prescribed by the City Charter, the City maintains an Equipment Replacement Reserve for the replacement of major capital items. A contribution of \$500,000 will be made to ensure funding for the future purchase of equipment and vehicles. This contribution will be processed as a transfer from the General Fund undesignated reserve to the Equipment Replacement Reserve. It is shown in the budget as expenditure for disclosure purposes.

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Source of Funds	Actual FY07	Adopted FY08	Estimated FY08	Proposed FY09
County Day Laborer	39,000	70,000	70,000	15,000
<b>Subtotal</b>	<b>39,000</b>	<b>70,000</b>	<b>70,000</b>	<b>15,000</b>
General Fund	512,936	1,482,962	1,220,737	1,805,262
<b>Total</b>	<b>551,936</b>	<b>1,552,962</b>	<b>1,290,737</b>	<b>1,820,262</b>

Dept. Expenditures by Type	Actual FY07	Adopted FY08	Estimated FY08	Proposed FY09
Employee Recognition	29,614	70,000	35,000	70,000
Medical-Related Expenses	0			
State Retirement Plan				
Contribution	67,893	71,300	71,287	75,000
Worker's Compensation				
Insurance	0	231,400	231,430	231,400
<b>Personnel Subtotal</b>	<b>97,507</b>	<b>372,700</b>	<b>337,717</b>	<b>376,400</b>
Supplies	0	24,000	20,000	15,000
Services and Charges	203,673	228,400	216,575	182,138
Miscellaneous	236,403	362,105	216,445	356,345
Unappropriated Reserve	14,353	65,757	0	390,379
Equipment Replacement Reserve	0	500,000	500,000	500,000
<b>Department Total</b>	<b>551,936</b>	<b>1,552,962</b>	<b>1,290,737</b>	<b>1,820,262</b>

## Supplemental Information:

Measurement	Actual FY08	Proposed FY09
Number of auto liability insurance claims	8	5
Number of general liability insurance claims	3	0
Number of police liability insurance claims	0	0
Number of public official insurance claims	3	0
Number of property insurance claims	0	0
Number of worker's compensation insurance claims	13	10
Number of residents benefiting from City local supplement to the State Homeowner Property Tax Credit	165	180